

**IMMIGRATION SERVICES FUNDING
EDUCATION AND OUTREACH SERVICES
FY 2017-18 QUARTERLY
REPORT IS-E&O
INSTRUCTIONS**

CONTENT

The IS-EO contains statistical information for the Immigration Services Funding – Education and Outreach service during the reporting quarter. The Welfare and Institutions Code Section (WIC) 13305 defines Education and Outreach as the dissemination of information or activities that explain eligibility for deferred action, other immigration remedies, and naturalization; that promote the benefits of deferred action, other immigration remedies and citizenship; that explain immigration-related rights; and that refers individuals to a qualified legal service provider. As outlined in WIC section 13305, the California Department of Social Services (CDSS) will report detailed summaries of the number of clients served, demographic characteristics of those clients, non-profit organizational practices, and other related information on services provided. In addition, the data requested is designed to monitor the CDSS contractors in their efforts to assist individuals.

GENERAL INSTRUCTIONS

Enter the **unique and unduplicated individuals counts** at the time of the Education and Outreach service. Enter “0” if there is nothing to report for an item. Do not leave any items blank unless otherwise noted

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.
Column Month 2: Enter the data for the second month of the applicable quarter.
Column Month 3: Enter the data for the third month of the applicable quarter.
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS**PART A. EDUCATION AND OUTREACH SERVICES**

Part A summarizes Education and Outreach services provided to individuals.

1. **Individuals reached (promote, explain and refer) by Education and Outreach efforts:**
Enter the unique and unduplicated number of individuals that are reached by education and outreach efforts in each month during the quarter. The education and outreach activities includes the dissemination of information that that explain eligibility for deferred action, other immigration remedies, and naturalization; that promote the benefits of deferred action, other immigration remedies and citizenship; that explain immigration-related rights; and that refer individuals to a qualified legal service provider. ***Cell 4 Quarter Total is automatically calculated. [Cells 1-4]***

PART A. CONTINUED

2. **Report the Education and Outreach workshops/ events held (Sum of Item2)**
Enter the number of outreach workshops/ events held during the quarter. Each event must be counted in only one item ***This item is automatically calculated. [Cells 5-7]***
3. **Report the type of Education and Outreach topic covered (Sum of Items 3a through 3e.**
Enter the number of Education and Outreach topic covered during the quarter, count all that apply. ***This item is automatically calculated. [Cell 9-27]***
 - a **DACA topic covered:** Enter the number DACA topics that covered materials and eligibility information for each month during the quarter. ***Cell 12 Quarter Total is automatically calculated. [Cells 9-11]***
 - b **Naturalization topic covered:** Enter the number topics that covered Naturalization materials and eligibility information for each month during the quarter. ***Cell 16 Quarter Total is automatically calculated. [Cells 13-15]***
 - c **Other Immigration Remedies covered:** Enter the number topics that covered Other Immigration Remedies material and eligibility information for each month during the quarter. ***Cell 20 Quarter Total is automatically calculated. [Cells 17-19]***
 - d **Know Your Rights topic covered:** Enter the number of topics that covered Know Your Rights materials and eligibility information for each month during the quarter. ***Cell 24 Quarter Total is automatically calculated. [Cells 21-23]***
 - e **Immigration Policy topic covered:** Enter the number topics that covered Immigration Policy materials and eligibility information for each month during the quarter. ***Cell 28 Quarter Total is automatically calculated. [Cells 25-27]***
4. **Referrals to service providers (Sum of Items 4a through 4cm)**
Identify the organization where individuals reached by Education and Outreach are referred for educational or legal services. To identify the contractor, select the referral list included in Items 4a-4cc by entering the number "1". ***Item 4 has been revised, the check box is now disabled to meet the accessibility requirements. [Cells 30-120]***
5. **County in which the event was held (Sum of Items 5a through 5bf)**
Select the county in which the Education and Outreach workshop/ event was held for the corresponding quarter. The total number of events held in the county section must match with the reported events in Item 2. ***This sum is automatically calculated for editing purposes. [Cells 122-179]***
6. **Racial/ethnic identity of individuals reached (Sum of Items 6a through 6v)**
Enter the unique and unduplicated number of individuals reached who identify with each of the racial/ethnic categories listed ***This sum is automatically calculated for editing purposes. [Cells 181-202]***
 - **Item 6j Indigenous** –For individuals identified in Item 6j, specify the category in the comment section of the form. The Indigenous categories include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal.
 - **Item 6v- Other Race/Ethnicity Explanation:** If any individuals are counted in the "Other" category, specify the category and the number of individuals in the Item 6v in the comment section of the form.

PART A. CONTINUED**7. Language in which the education and outreach event was provided (Sum of Items 7a through 7at)**

Select the languages used for each of the Education and Outreach events. If any languages are counted in any of the "Other" categories, specify the category in Item 7 of the comments section.

This sum is automatically calculated for editing purposes. [Cell 204-249]

- **Item 7ar** -Other Chinese Languages explanation box.
- **Item 7as** -Other Non-English explanation box
- **Item 7at**- Other Sign Language explanation box.

8. County of residence (Sum of Items 8a through 8bf)

Enter the unique and unduplicated number of individuals reached by Education and Outreach who were residing in the counties listed at the time services. The total number of individuals in the county section must match with the reported individuals in Item 1. Count each individual in only one item. The numbers captured in the county section are the total of individuals served in the corresponding quarter. ***This sum is automatically calculated for editing purposes.***

[Cells 251-308]

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter.

9. Describe the methods and strategies used to promote, explain and refer eligibility for substantive immigration legal topics.

Provide a brief description of the methods and strategies used to promote, explain and refer eligibility for substantive immigration legal topics. ***[Cell 309]***

10. Describe any challenges or barriers that were discovered during the quarter.

Provide a brief description of any challenges or barriers discovered in providing services during the quarter. ***[Cell 310]***

COMMENTS

Item 6j Indigenous –Use this box to specify any individuals counted in the Indigenous category which include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal.

Item 6v Other Race/Ethnicity Identity Explanation: Use this box to specify any individuals counted in “Other” category.

Item 7ar Other Chinese Languages Explanation: Use this box to specify any individuals counted in the “Other” Chinese languages.

Item 7as Other Non-English Explanation: Use this box to specify any individuals counted in the “Other” Non-English languages.

Item 7at Other Sign Language Explanation: Use this box to specify any individuals counted in the “Other” sign languages.

General Comments- Use this box to explain the following:

- Explain any major fluctuations in data.
- Provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

CONTACT & SUBMISSION INFORMATION

For this section enter the corresponding contact information:

- Enter the contact information of the staff who completes and submits the reporting form. Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the reports are submitted.

****This section may be left blank if there are no applicable comments for the report quarter.***

The following steps are necessary to submit the report:

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at <http://www.cdss.ca.gov/dssdb/> and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to its corresponding email address:

Education & Outreach: admiseo@dss.ca.gov

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For the IS- Reporting form, use the following naming convention and include the naming convention in the email subject line:

FY 17-18 E&O “Contractor Name” Quarter # (include the quarter for the period covered)

Example: FY 17-18_E&O_COFEM_Q1.

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: admdssdbts@dss.ca.gov.
- For program-related content questions, contact your assigned analyst or submit your questions to: ImmigrationServices@dss.ca.gov